

Fire Escape/Emergency Plan

Procedure SHS 09.06

Effective: 05/26/93

1. If a fire is discovered, call the emergency services (9-1-1) or sound the fire alarm. Employees are not encouraged to try to put out the fire first; it may spread too rapidly.
2. Even if there is not a threat of fire. The fire alarm should be used in all emergency evacuations. If the alarm is sounded in a building, all students and employees should exit the building immediately.
3. Once the fire alarm is sounded and the emergency services contacted, employees trained in fire prevention can use extinguishers appropriate for small fires posing no threat to life.
4. Exit routes will be posted in each classroom. Everyone should evacuate the building at the nearest exit and move away from the building or area. Faculty are responsible for informing students at the beginning of each semester of both primary and alternate routes of escape.
5. Do not use elevators during a fire. Everyone should use stairwells and other fire exits sanctioned by fire department building inspectors.
6. In confined spaces around a fire, employees should crawl on their hands and knees, not stand up and expose themselves to heated bases and smoke. If the door to another room is hot to the touch, employees should not open the door but find another exit such as a window.
7. A person is subject to severe penalty and criminal prosecution for endangering the lives of students and employees by sounding a false alarm for a fire or emergency which does not exist.
8. It will be the responsibility of the Vice President for Administration and Auxiliary Services to make sure information relative to fire codes and safety are published and posted in all College buildings.

Forms

No applicable forms

While on campus this policy can be viewed by accessing Human Resources on SharePoint.